



## **Nevada City Parks and Recreation Job Description - Aquatics CASHIER/SWIM INSTRUCTOR**

Under supervision of the Pool Manager, performs duties as program and snack shack cashier, provides quality customer service, responsible for keeping a clean work area, teaches swim lessons and other duties as assigned.

Typical job duties are:

- Conduct oneself in a professional manner
- Ensure patron safety and office support services during all hours of operation
- Responsible for welcoming and greeting each guest
- Answer phones in a professional manner
- Accurate attendance record keeping for admissions and monies collected
- Swim Lesson Instruction
- Lead birthday party games with groups of up to 20 children
- Answer questions and inquiries from the public
- Handle customer transactions, program and snack shack fees
- Inform Pool Manager when snack shack items are in need of replenishing
- Cleaning and maintenance of the aquatic facility
- Responsible for cleanliness & neatness of office/front counter on a daily basis
- Assist & respond when Emergency Action Plan is activated
- Ability to balance a cash drawer
- Assist the Pool Manager when required

Knowledge and abilities:

- Knowledge of the philosophy, objectives and requirements to provide a safe environment
- Must be versed in all the program and operational information related to the Nevada City Pool
- Must be able to provide professional customer service
- Ability to function effectively under direct supervision and develop working relationships with fellow City Employees and the public
- Good communication, both verbal & written is required & must include ability to talk with upset/angry customers
- Ability to receive direction and follow written and oral instructions
- Ability to handle multiple tasks
- Must be able to remain calm in an emergency situation
- Ability to lift at least 40 lbs.
- Prior exposure working with children and the public is desired
- Other skills: reliability, dependability, creativity, enthusiastic

Other:

- Must be at least 16 years of age
- If under 18 years of age and still in high school a work permit is required
- Employees may only request 7 days off from work during each summer season
- Pre-season & weekly in-service is mandatory (only 2 weekly trainings can be missed)
- CPR certification is ideal
- Pay: \$10.50/hour

For more information contact Nevada City Parks and Recreation 530-265-2496 x129.

Applications are available at [www.nevadacityca.gov](http://www.nevadacityca.gov)

Applications are due March 10, 2017